

## **SUPPORTED EMPLOYMENT IN A GROUP (SED)**

### **General Description:**

Supported Employment in a Group (SED) supports work groups made up of between two to eight people in their efforts to obtain, maintain, and advance in competitive employment in integrated work settings. Work groups are trained and supervised amongst employees who are not disabled at the host company or at self-contained business locations. SED is provided under the direction of a job coach. SED employment can be on a full or part time basis, during traditional or non-traditional workdays, and in settings where the person is afforded the opportunity to work with others the majority of whom are without disabilities. SED may occur anytime during a 24-hour day.

### **Limitations:**

Payments will only be made for adaptations, supervision, and training required by a person as a result of the person's disability and will not include payment for the supervisory activities rendered as a normal part of the business setting. Documentation will be maintained that SED services rendered under the waiver are not available under a program funded by either the Rehabilitation Act of 1973, as amended, <http://www.access-board.gov/enforcement/Rehab-Act-text/intro.htm> or the Individuals with Disabilities Education Act. [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108\\_cong\\_public\\_laws&docid=f:publ446.108](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=108_cong_public_laws&docid=f:publ446.108)

Federal Financial Participation will not be claimed for incentive payments, subsidies, or unrelated vocational training expenses, such as incentive payments made to an employer or beneficiaries to encourage or subsidize an employer's participation in a supported employment program.

### **Population Served:**

The Contractor will serve people currently receiving services from DHS/DSPD with mental retardation and related conditions, and acquired brain injury, as defined in Utah Administrative Code R539-1. [<http://rules.utah.gov/publicat/code/r539/r539.htm>]

### **Contractor's Qualifications:**

Contractor must have all applicable licenses as prescribed in Utah Administrative Code R501 <http://rules.utah.gov/publicat/code/r501/r501.htm> to operate and provide the particular type of services being offered and comply with insurance requirements and any local ordinances or permits. A non-licensed contractor must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code § 62A-5-103. <http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>

Contractor must be enrolled as an approved Medicaid Provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. Contractor must also agree to participate in any DHS/DSPD provided Medicaid training.

The Contractor must ensure that the Supported Employment staff are trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

Wages paid to persons receiving Supported Employment services shall be commensurate for other employees performing similar labor. If the Contractor pays a person less than the minimum wage, the contractor must have a Certificate pursuant to Section 14 ( C ) of the Fair Labor Standards Act from the Federal Department of Labor permitting payment of a sub-minimum wage. [<http://www.dol.gov/esa/whd/flsa/index.htm>]

Contractor shall be under DHS, DSPD contract to provide Supported Employment services..

### **Staff Qualifications:**

**SUPPORTED EMPLOYMENT IN A GROUP (SED)** by the contract), as determined by the Contractor, in addition, all applicable education, and training must be completed before performing any work for persons without supervision.

The Contractor must ensure that the Supported Employment and other support staff are trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

Staff must pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office of Licensing and have a record of the BCI results in the staff record.  
<http://rules.utah.gov/publicat/code/r501/r501-14.htm>

All staff rendering services under this code must be at least 18 years of age.

### **Specific Training Requirements**

All direct care and direct care supervisory staff shall receive specific staff training that prepares them to perform the critical job functions for this service and orients them to the person being supported by this service. Training shall be conducted by qualified trainers with professional experience and knowledge in providing services and supports to persons with mental retardation, related conditions (MR.RC) and acquired brain injury (ABI).

Staff shall complete and achieve competency in specific training areas 1 through 8 within 30 days of employment or before working unsupervised with a person. Staff shall complete and achieve competency in training areas 9 through 13 within 6 months of employment.

1. Medication competency:
  - a. Identification of common medications, their effects, purpose and side effects,
  - b. Identification of medications and medication side effects specific to the person,
  - c. Recording and documentation of self-administration of medications, and
  - d. Training on commonly used medications including the reason and circumstance for administration, dose, and scheduling.
2. Recognition of illness or symptoms of health deterioration specific to the person.
3. Dietary issues specific to the person.
4. Critical health care issues specific to the person.
5. Swallowing and eating difficulties specific to the person.
6. Principles of age appropriate community inclusion and natural support development specific to the person.
7. Preferences and non-negotiable routines specific to the person.
8. Significant functional limitations and disabling conditions specific to the person.
9. Key elements of the Americans with Disabilities Act.
10. Person centered assessment and plan development.
11. How to develop and support the person's preferred work activities.

**SUPPORTED EMPLOYMENT IN A GROUP (SED)**

Contractor staff providing SED services shall demonstrate competence or awareness in the following areas:

- a. Effects of brain injuries on behavior,
- b. Transitioning from hospitals to community support programs including available resources,
- c. Functional impact of brain changing,
- d. Health and medication,
- e. Role of the direct care staff relating to the treatment and rehabilitation process,
- f. Treatment plan and behavioral supports, and
- g. Awareness of the Family's perspective on the brain injury.

13. Demonstrated competency in the SLCC Employment Specialist Training or other DHS/DSPD approved Supported Employment Training Program.

**Direct Service Requirements:**

- A. **Person-Centered Planning:** Contractor staff shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.

1. The Contractor is responsible for implementing the applicable portion of the Individual Support Plan's Action Plan (ISP/AP). The ISP document may include the following separate documents: Action Plan, Support Strategies, including Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, data collection and/or Task Analysis sheet.
2. Once the ISP/AP has been developed, Contractor must orient the person to that part of the plan that pertains to this service and ensure the person is involved in its implementation.
3. The Contractor shall develop Support Strategies for the person. Contractor shall submit Support Strategies and Monthly Summaries to DHS/DSPD.
4. If the service is continuous, the Contractor, as a member of the person's team, is required to meet at least annually (within 12 months of the last Person Centered Process meeting) to review the person's service/support requirements and to make adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.

- B. **Vocational Assessments:** Contractor shall determine skills, interests, or behavior of persons before employment or for the re-placement of employment. Services may be provided at an approved facility or an employment site.

- C. **Job Development:** Contractor shall conduct job development activities, including locating potential employers in the community; introducing the person to specific employers; conducting job analysis; arranging for certification; and other such activities that will enhance job development and placement opportunities. All activities must be on behalf of the person.

- D. **Pre-placement:** Contractor may bill for time spent with, or on behalf of a person in an effort to effect enclave/mobile work crew employment for the person. If an activity on the part of the Contractor cannot be directly related to efforts to secure enclave/mobile work crew employment for a specific person, that activity will be ineligible for reimbursement under the SED service code.

**Staff Support:**

**SUPPORTED EMPLOYMENT IN A GROUP (SED)**  
SED provides employment, training, support, and other community living supports will be defined in the person's ISP/AP based on the person's selected housing arrangement and assessed needs.

**Record Keeping:**

SED services must be documented by attendance records and time sheets.

**Rate:**

SED pays a daily rate for groups of 2 to 8 people to work together under the direction of a job coach.